Training Starter Template

Objectives: All participants in the training will be able:
- Identify, from their own perspective, what is working in the program and what needs improvement
- Gather stakeholder (parents, teachers, community members, etc.) feedback on the program
- Ask for and collect youth ideas on program needs and potential improvements

Total amount of time: _____   **Number of participants**: _____

Preparation: _____   **Materials**: _____
_____   _____
_____   _____
_____   _____
_____   _____

Training Opening

- Engage Participants   ___ minutes
  (Ice breaker/warm up activity related to the topic)
  _____
  _____
  _____

  Introduce the Topic   ___ minutes (Motivate
  participants, show them why the topic is important, and share objectives and agenda)
  _____
  _____
  _____

Training Middle   ___ minutes
(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Explain that partners can help fill in gaps or address needs in current programming, but to have a plan for where they'll fill in, you first need to understand where there's room for improvement.
- In small groups, have participants discuss and write down what they believe are the areas of the programming that need the most improvement (if anonymity is a concern, find ways to gather information that allows staff to be as honest and forthright as possible). Gather the lists and compile answers when participants are completing the next activity.
- Explain that because staff are the eyes and ears of the program, it's important they reflect on what's working and what isn't and actively think about how to improve the program.
- Explain that youth and other stakeholders can also provide a wealth of information about the program and where improvements could be made. Have participants break up into two groups, one

group will create a 4-6 question survey to use with youth and the other will create one to use with other stakeholders.

- After creating the short survey tools, have participants swap surveys and fill them in based on how they think the intended audience (youth or stakeholders respectively) would respond. Have groups share out.
- Using the compiled and aggregated staff feedback lists and the sample youth and stakeholder surveys, share out common areas identified for growth and begin brainstorming how partners could begin help filling in these gaps.

Training Wrap Up and Closing

- Summarize, consolidate   ___ minutes
  (Connect back to the objectives, check for understanding, and discuss questions)

  _____
  _____
  _____

- Plan Next Steps   ___ minutes
  (Be specific about application to immediate practice.)

  _____
  _____
  _____

- Closing Comments   ____ minutes
  (Acknowledge, motivate and inspire)

  _____
  _____
  _____

Post-training assessment and revision
- Formal or informal assessment of effectiveness of training
- Note changes to make
- Note areas for additional training